

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### Office Technician (Typing)

<b>Salary:</b>	\$2,686 - \$3,264	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	May 19, 2008
<b>Contact:</b>	Kathryn Polster (916) 324-8002 <a href="mailto:kpolder@ctc.ca.gov">kpolder@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under supervision of the Administrator I the Office Technician (Typing) is responsible for the following:

- Provide clerical support for assigned consultants to include: word processing and formatting flow charts, graphs, and reports utilizing a variety of clerical office software programs on the computer; photocopying, typing, mailing materials, bulk mailings, maintaining consultant calendars and schedules, arranging travel, preparing/process Travel Expense Claim (TEC) forms; and answering telephones.
- Coordinate and organize conference meetings to include panel member travel/hotel arrangements and Travel Expense Claims (TECs).
- Proofread and edit documents/materials prepared by staff including composition of correspondence and forms; exam/research data/studies for inquiries of applicants, volunteer/panel members, individuals in the field, or the general public; and assemble appropriate materials for mailings and meetings.
- Responsible to maintain and update as necessary a logging and filing system utilizing an automated tracking system on data based software programs to yield statistical information and other record keeping of program standards, program evaluation, exam/research documents, and legislative proposals in the process of review and approval. Maintain status of document approvals and compile information for resources for access by Commission staff and members of the general public. Maintain a storage library for hard copy documents. Purge documents as appropriate and prepare organized materials for archives for correct storage periods.

#### DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – work collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance and Typing Certificate required.

#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Office Technician (Typing) classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

**IMPORTANT NOTE:** Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Kathryn Polster. All applicants must clearly indicate the basis of their eligibility (*i.e.*, SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 08-131. The applications will be screened and only the most qualified applicants will be invited for an interview.

**AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.**